UNITED STATES DISTRICT COURT FOR THE DISTRICT OF COLUMBIA

	FOR THE	E DISTRICT OF COLUMBIA
	Plaintiff	-))
	V.) Civil Action No.)
	Defendant	
	SUMM	ONS IN A CIVIL ACTION
То:	(Defendant's name and address)	
Civil	on the plaintiff an answer to the attached	mmons on you (not counting the day you received it) you must d complaint or a motion under Rule 12 of the Federal Rules of be served on the plaintiff or plaintiff's attorney, whose name and
comp	If you fail to respond, judgment by deflaint. You also must file your answer or	fault may be entered against you for the relief demanded in the motion with the court.
		ANGELA D. CAESAR, CLERK OF COURT
Date:		Signature of Clerk or Deputy Clerk

FOIA Summons (12/11) (Page 2)

Civil Action No.

PROOF OF SERVICE

(This section should not be filed with the court unless required by Fed. R. Civ. P. 4 (l))

	This summons for (nat	me of individual and title, if any)						
was re	ceived by me on (date)	·						
	☐ I personally served	I the summons on the individual a	t (place)					
			on (date)	; or				
	☐ I left the summons at the individual's residence or usual place of abode with (name)							
	, a person of suitable age and discretion who resides there,							
	on (date), and mailed a copy to the individual's last known address; or							
		ummons on (name of individual)			, who is			
	designated by law to accept service of process on behalf of (name of organization)							
			on (date)	; or				
	☐ I returned the sum			; or				
	☐ Other (specify):							
	My fees are \$	for travel and \$	for services, for a total of \$					
I declare and demonstrate of manians that this information is to a								
	I declare under penalty of perjury that this information is true.							
Date:								
Date.			Server's signature					
			Server's address					

Additional information regarding attempted service, etc: